



**PHILIP MORRIS  
INCORPORATED**

☒ CORP.  
☐ U.S.A.  
☐ INT'L

**EMPLOYMENT REQUISITION**

DATE PREPARED 11/25/80

# \_\_\_\_\_

☐ ADDITION TO STAFF  
☒ REPLACEMENT FOR (NAME) Mary T. Porzelt  
☐ BUDGETED  
☐ NON-BUDGETED

DATE RECEIVED BY EMPLOYMENT \_\_\_\_\_

DATE REQUIRED January, 1981

DEPT. Tob. Tech. Group LOCATION N. Y.

☒ PERMANENT  
☐ PART TIME IF PART TIME HOW LONG?  
FROM \_\_\_\_\_ TO \_\_\_\_\_  
☐ TEMPORARY IF TEMP. HOW LONG?  
DAYS PER WK \_\_\_\_\_  
HRS. PER WK \_\_\_\_\_

OCCUPATION TITLE Executive Secretary I

☐ EXEMPT ☒ NON-EXEMPT

RECOMMENDED START SALARY \$  
☐ MONTHLY  
☐ YEARLY  
☐ SEMI-MONTHLY

SALARY GRADE 12  
SALARY RANGE MIN. MID PT. MAX.

REPORTS TO NAME Frank E. Resnik

TITLE Executive Vice President, Tobacco Technology Group

POSITION REQUIREMENTS: (BE SPECIFIC RE: DUTIES, HOURS, TRAVEL REQUIREMENTS, PRODUCT OR EQUIPMENT KNOWLEDGE)

See attached description

11/25/80

SUPERVISOR APPROVAL

DATE

PERSONNEL DEPARTMENT APPROVAL

DATE

*J. E. Resnik* 11/25/80

DEPARTMENT HEAD APPROVAL

DATE

DATE

**CORPORATE PERSONNEL USE ONLY**

EMPLOYEE INFO. SYSTEM SEARCHED \_\_\_\_\_

START DATE \_\_\_\_\_

JOB POSTING DATE \_\_\_\_\_

STARTING SALARY \_\_\_\_\_

NAME OF HIRE \_\_\_\_\_

PHYSICAL SCHEDULED \_\_\_\_\_ DATE \_\_\_\_\_

SOURCE \_\_\_\_\_

REFERENCES CONDUCTED \_\_\_\_\_

RECRUITER \_\_\_\_\_

COMMENTS:

2010066340

PHILIP MORRIS INCORPORATED  
INTER-OFFICE CORRESPONDENCE

100 Park Avenue, New York, N.Y. 10017

To: • Ms. Claire Turner

Date: November 25, 1980

From: • Mary Porzelt

Subject: •

Attached is Executive Secretary I job description, which has been approved by Mr. Resnik. As we discussed, this should be posted on December 1.

Thanks for your assistance.

/mp

*Mary*

2010066341

Executive  
Secretary I  
N12

A

Corporate  
Tobacco  
Technology  
Group

H. S. degree or equivalent with secretarial/business school training desirable. Minimum 5 years general secretarial/business experience. Work experience with PM Executive staff preferred. Typing 75 wpm; sten 100 wpm. Ability to plan and organize work; possess good telephone manner; familiar with and able to establish filing systems. Well-ground in English grammar and spelling. Knowledge of PM policies helpful.

Takes shorthand and transcribes same into final form. Sets up and maintains Tobacco Technology Group files and travel schedule. Screens phone calls and obtains data from various sources. Schedules appointments; makes travel arrangements; sets up itineraries and meetings. Handles correspondence on own initiative. Opens, reviews, and distributes mail. Assists in preparation of speeches and presentations. Undertakes special assignments as directed.

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CK  
L E Rumble